

RULE 2 - CLASSIFICATION SYSTEM

Section 1. Development and Maintenance of the System

The Human Resources Manager shall develop and maintain the classification system. The Classification system shall be so developed and maintained that all positions substantially similar with respect to duties, level of responsibility, authority and nature of work are included within the same class and within the corresponding salary grade for that class.

Section 2. Adoption, Amendment, and Revision of System

The classification system shall be adopted and may be amended by the City Manager.

Section 3. Establishment of New Positions

- A. Whenever a new position is to be established, the Department Director shall forward to the Human Resources Manager a description of the duties and responsibilities of the position. The Human Resources Manager shall, after a study of the duties, responsibilities and qualification requirements, allocate the position to its appropriate class in the classification plan and recommend an appropriate salary grade . If no appropriate class exists, a new classification shall be developed .
- B. The recommended salary grade for a new position shall be submitted to the City Manager for approval. All personnel position requirements are subject to review and may be amended by the City Council annually when the budget is adopted.
- C. New classified positions will be filled in the manner and order prescribed in Rules 7 through 11.

Section 4. Class Specifications

- A. The Human Resources Manager shall maintain, and have on file, copies of current specifications for all classes in the classified service.
- B. The specifications shall include title, general statement of duties, statements of distinguishing features of the class, examples of work performed, required knowledge, skills and abilities, acceptable experience and training, and as appropriate special requirements. The specification will also contain information as to whether the class is exempt from overtime payment, and whether it is considered to be a supervisory position.
- C. The class specifications are descriptive only and are not restrictive. They are intended to differentiate between classes. It is not intended that a class specification give a complete resume of all the specific duties, tasks, and responsibilities, but rather to give a general picture of essential characteristics of the class with sufficient allocating factors described to properly identify the class.\

- D. The Human Resources Manager shall periodically review the duties, responsibilities and qualifications of positions in the classified service. A review will also be made upon request of a Department Director. The review shall determine whether the positions are properly classified. The findings shall be reported, after coordination with the Department Director, to the City Manager who may approve reclassification of those positions found to be improperly classified. Reclassification of an occupied position will generally only take place if the changes to the job have evolved over time and/or after it has been reasonably determined there are no other qualified employees to be considered. Otherwise, the Human Resources Manager will determine if and how promotional competition should take place.

Section 5. Reclassification

- A. If an occupied position is to be reclassified, the occupant shall be informed prior to City Manager's action. Upon reclassification, the occupant shall be either:
1. Reclassified and assigned to the new class;
 2. Transferred to a like or similar position for which the employee qualifies, if available, within the employee's current salary range.
- B. Whenever an unoccupied position is reclassified normal appointment procedures will be followed in filling the position.
- C. An employee whose position is reclassified to a higher salary grade shall receive at least a 5% increase. Department Directors may authorize up to a 10% increase in the base rate of pay. Any request to exceed 10% must be coordinated through the Human Resources Manager and approved by the City Manager. No salary increase shall exceed the maximum of the salary grade or be less than the minimum of the salary grade. An employee whose position is reclassified to a class at the same salary grade shall continue to receive the same base rate of pay. An employee whose position is reclassified to a lower salary grade shall continue to receive the same base rate of pay. However, if the employee's current base rate of pay is higher than the maximum of the lower salary grade, the employee will not be eligible for increases in base pay until the maximum of the salary range reaches the employee's existing salary including general salary adjustments.
- D. An employee shall not be required to serve a new probationary period if the employee is assigned to a new class or is transferred to a like or similar position as a result of a reclassification of the employee's current position.

Section 6. Abolishment of Position

- A. Whenever it becomes necessary, in the judgment of the Department Director or the City Manager, the City Manager may abolish any position in the City service, that is not established by Charter. Employees transferred, demoted, or laid off because of the abolishment of positions shall not have the right of appeal.
- B. Layoffs shall be made in the manner specified by the layoff rule .

Revised August 1999 – Resolution No. 3401